

## Data Safe & Sound: Your Simple Guide to Data Protection

Welcome to "Data Safe & Sound"! In today's world, understanding how to protect personal information is more important than ever. While GDPR might sound complex, we're here to show you just how simple it is to grasp the core concepts and apply them in your everyday life. Forget the jargon and the legal speak – this engaging 2-hour session will break down everything you need to know into easy-to-understand chunks, empowering you to be a responsible data guardian. We promise no complicated legalese, just practical, actionable insights that will make you data protection savvy in no time!

### High-Level Outline:

1. Introduction.
2. Principles of the GDPR.
3. Rights of the Individual.
4. Data Breaches – Handling and case studies.
5. Practical Protection of Personal Data.

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### Objectives:

Upon completion of this course, participants will be able to:

- Understand the fundamental purpose and importance of the GDPR in safeguarding personal data.
- Identify and briefly explain the key principles of the GDPR.
- Recognise and appreciate the rights individuals have regarding their personal data under GDPR.
- Know the basic steps to take in the event of a data breach and understand the importance of prompt reporting.
- Implement simple, effective measures to protect both paper and electronic data in their daily activities.

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### Learning Outcomes:

By the end of this course, attendees will be able to:

- Identify common types of personal data and how GDPR applies to them.
- Explain at least three individual rights under GDPR (e.g., right to access, right to rectification, right to erasure).
- Describe the immediate actions to take if they suspect a data breach.
- Demonstrate practical steps to secure physical documents and digital information.

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**Course Duration:** 2 Hours

**Included:** Guides on the Principles, Legal Bases and Individual's Rights and copy of the slides.

**Audience:** Micro/Small/Medium Business Owners or Managers, and any of their staff.

**Capacity:** Maximum 20 attendees